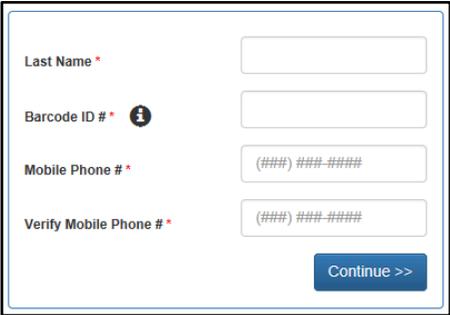


Jury Management Text Notification Registration Quick Reference Guide

Administrative Office of the Courts
1001 Vandalay Drive
Frankfort, KY 40601
(502) 573-2350



Legend: Look for *Helpful Hints* Bold Text = **Action** Bracketed Text<> = button or link
Click=Select w/ Mouse or Touch Pad Italicized Text = Object of Action Single Quotes = Description

Step	Objective	Action
1	Access the Jury Service Website	<ol style="list-style-type: none"> Browse to https://kycourts.gov/. Click <Jury Service>, on the right.  <ol style="list-style-type: none"> Click <Juror Information>, on the left.  <ol style="list-style-type: none"> Select the desired county from the <i>Select a County</i> dropdown menu. If text notification is available for that county, a <i>Juror Text Notification</i> section will appear on the page.
3	Register/Unregister	<p><i>Helpful Hint:</i> Click the information bubble  in the registration box for help locating your Barcode ID #.</p> <ol style="list-style-type: none"> Review the information about the Juror Text Notification program. Enter your <i>Last Name</i>. Enter your <i>Barcode ID #</i>. Enter your <i>Mobile Phone #</i>. Enter your <i>Mobile Phone #</i> again. Click <Continue>. 

For additional questions, please contact your local jury office at the phone number listed on your summons.

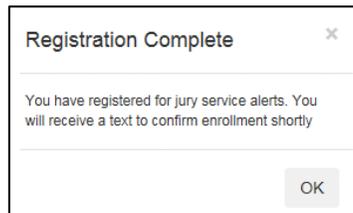
4 Confirm Registration

Helpful Hint: It may take up to 2 hours to receive your welcome message.

1. **Review** your registration information.
2. **Click** <Register>.



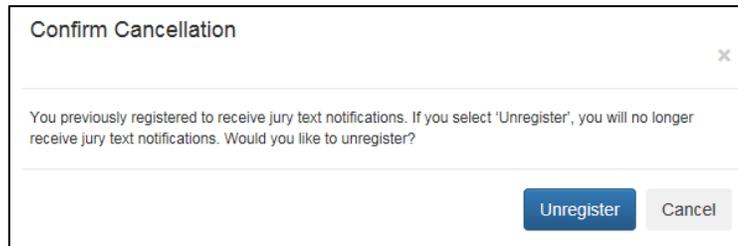
3. A 'Registration Complete' message will appear on screen. **Click** <OK>.



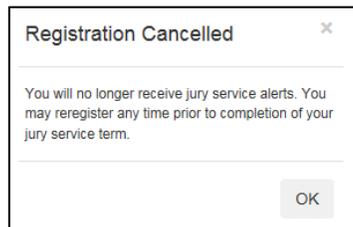
5 Confirm Cancellation

Helpful Hint: You may register again at any time up until the completion of the jury service term.

1. **Review** the on-screen message.
2. **Click** <Unregister>.

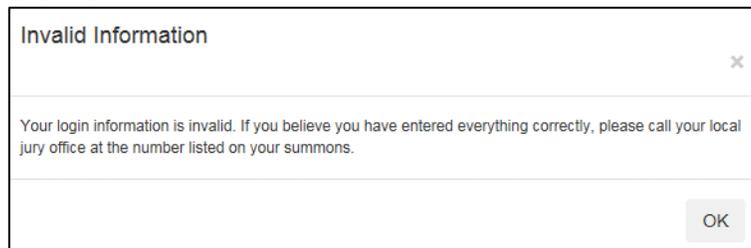


3. A 'Registration Cancelled' message will appear on screen. **Click** <OK>.



6 Invalid Information

1. **Review** the on-screen message.
2. **Click** <OK>.



3. **Verify** the *last name*, *Barcode ID #*, and *mobile phone #* are correct.
4. If incorrect, **update** the incorrect information and **click** <Continue>.
5. If correct, **contact** the county listed on your summons for assistance.

7 Update Mobile

1. **Complete** the steps to 'Unregister' with the old mobile phone #.
2. **Complete** the steps to 'Register' with the new mobile phone #.

For additional questions, please contact your local jury office at the phone number listed on your summons.